



Africa Poverty Alleviation Program

The Africa Poverty Alleviation Program is generously funded by the Bill & Melinda Gates Foundation. The program aims to alleviate urban poverty through sister city activities in the areas of **water, health, and sanitation**.

Instructions

Sister Cities International will make an announcement when applicants are able to apply online. Applications will only be accepted through the **online application**. (*Note: Mail, fax, or email applications will be considered ineligible.*) Online applications must be completed in **one session** (you cannot save an incomplete application and complete it later). **This PDF is to help you prepare your application before submitting it online.**

SUBMISSION DEADLINE: FRIDAY, JULY 10, 2009 AT 5:00PM EST.

NO EXCEPTIONS.

Qualifications

The application requires demographic information on your local sister cities program, your African sister city partnership, as well as the people and organizations involved in your work. The ideal applicant will have:

- Experience working with your sister city in **water, health, or sanitation** issues.
- An active sister city partnership with regular programs and exchanges between the two communities
- An African sister city with a population between 100,000 to 3,500,000
- An African sister city that is located near a water body (river, lake, ocean)
- The ability to demonstrate broad-community support for its programs

The review panel will score and weigh the strength of the applications on all of the above elements, but ***all elements are not required to apply***.

Timeline & Process

April 20	Launch of Sister Cities International's Africa Poverty Alleviation Program
June 15	Phase I Call for Entries. Application for Phase I released.
July 10	Deadline for Applications for Phase I
July-August	Panel Review of Applications
September 1	Phase I Cities Announced
Spring 2010	Phase II Call for Entries. Application for Phase II released.

Decision on the first 5-7 sister cities selected to participate in Phase I of the Africa Poverty Alleviation Program will be made by September 1, 2009. All applicants will be notified after a decision is made.



Sister Cities International
Africa Poverty Alleviation Program Application
June 2009

Please note that Phase I applications for Africa Poverty Alleviation Program grants are only available to **dues-paying members who currently have an African sister city**. Grant funds may **only** be used for activities in the areas of **water, sanitation, and health**. Applications will only be accepted through the **online application**. (Note: Mail, fax, or email applications will be considered ineligible.) Online applications must be completed in **one session** (you cannot save and incomplete application and complete it later). **SUBMISSION DEADLINE: FRIDAY, JULY 10, 2009 AT 5:00PM EST. NO EXCEPTIONS.**

Organizational Information

1. Name of U.S. local program/sister cities association.
2. Contact address for your sister city association.
3. Name, email, and phone # of Board Chair/President of your sister city association.
4. Name, email, and phone # of your association's head of finance/administration or Board Treasurer.
5. What is the legal status of your sister city association?
[] 501(c)3
[] Part of city government
Other (Specify) _____
6. Do you have a completed 990 from your most recent fiscal year?
Y/N
7. Name, title, email of local government contact/liaison.
8. Please attach the budget of your sister city association, including all committee/program budgets (Excel or PDF format).
9. Please provide a copy of board meeting minutes from the past six months.
10. Please attach your most recent audit, if available.

11. What software do you use to account for sister city activities?

Excel

QuickBooks

Other: _____

12. Have you received any grants in the past for sister city programs/exchanges? If so, please provide the name of the grant, the amount of funding provided, the source of the funding, the purpose of the grant, any partners in the grant, a narrative of activities, and any demonstrable outcomes. (MS WORD)

African Sister City Partnership

13. What is your sister city in Africa?

14. Name, email, and phone # of committee chair/primary contact for African city partnership.

15. Please provide a list of members involved in your partnership, and what role they have (eg. Jane Smith, Chair; John Smith, Treasurer; Bob Smith, Committee Member).

16. Please provide a brief description about the history of your African sister city relationship. (1500 words max.)

17. Please attach a narrative description of all program activities over the past five years. Include a brief description of all project designs, partners, visits, and results. You may also include work plans for projects that have not yet been performed in the areas of **water, sanitation, and health**. List most recent activities first, and include dates whenever possible. (5 pages max. /MS WORD)

18. Please provide a description of the organizational structure of your African sister city organization (ie. is it run from the mayor's office, academia, private sector).

19. Beyond the mayor's office, what other elements of local government in your African sister city have you worked with (e.g. Ministry of Health, Education)?

20. Can you provide a letter of support from your mayor's office supporting your application? If so, please attach.

Y/N

21. Can you provide a letter of support from the mayor and/or traditional leaders of your African sister city? If so, please attach.

Y/N

22. What are the greatest challenges you have faced working in your African sister city? (500 words max.)